Information Technology Managers Advisory Council (ITMC)
Operating Procedures
July 2014 – June 2016

OVERVIEW:

The State of Montana Information Technology Managers Advisory Council (ITMC) herein referred to as "council" was established in 1997 at the direction of the Director of the Department of Administration and has been reestablished as prescribed by law at variable terms through June 2014. The council serves at the pleasure of the Governor and the Director of the Department of Administration. The council is advisory in nature per MCA 2-15-102. Advisory capacity means "furnishing advice, gathering information, making recommendations, and performing other activities that may be necessary to comply with federal funding requirements and does not mean administering a program or function or setting policy."

The 2014-2016 council is comprised of eight IT professionals including a local government representative, six at large members, and the State Chief Information Officer. These members, appointed by Department of Administration Director Sheila Hogan, will serve a two year term commencing on July 2, 2014 and ending on June 30, 2016.

RESPONSIBILITIES OF THE COUNCIL:

The Council exists to provide advice to the Department of Administration, State Information Technology Services Division herein referred to as "SITSD" concerning the technology needs of state agencies on a wide range of technological issues within state government. In striving to provide suitable advice to the Department, the council may undertake the following activities:

- gather information, review opportunities, review issues and provide advice to the State CIO;
- actively support planning and governance efforts of the Information Technology Board;
- actively participate in enterprise information technology policy and standards review processes;
- actively participate in state and agency IT strategic plan development, implementation, measurement and continual improvement;
- meet regularly to provide an opportunity for free exchange among information technology professionals on subjects of common interest and concern; and
- provide a forum for maintenance of the state's technical staff resources through continuing education, career development, and sharing ideas and resources.

MEMBERSHIP & PARTICIPATION:

To preserve continuity from one council term to the next, the FYE 2014 council's then vice-chair will become the chair for the newly established council. ITMC meetings will be facilitated by the chair who will serve for one year in this capacity, and in the second year serve as a member at

large. Prior to the first council meeting of the new term, the official council members will select a vice-chair. The vice-chair will serve in a supporting capacity to the chair in the first year of the council term, and become the chair in the second year of the term. At this transition, the official councils will elect a new vice-chair to service for the second year of the term.

Active participation is necessary for the council to function effectively. Continuity is essential regarding issues under discussion, and especially for those needing affirmative action. Therefore, if a member has three absences during a fiscal year, the council can, in consultation with the Director of the Department of Administration, recommend replacement of the member in question.

In addition, all IT managers of the Executive, Legislative, and Judicial branches of government will serve as Enterprise Representatives to the council. As Enterprise Representatives, IT managers are encouraged to attend and actively participate in ITMC meetings and working groups.

VOTING:

It should be noted that given the advisory nature of the council, votes indicate the degree of consensus, not an approval or denial of any item.

SITSD PARTICIPATION:

It is anticipated that, upon request, portions of the general meetings will include presentations by members of the SITSD technical and policy staffs. SITSD will ensure that staff with technical knowledge of the issue(s) is available at council meetings to share expertise.

COMMUNICATIONS:

The council shall communicate with SITSD, the Information Technology Board and other entities through the chair, or as delegated by the chair. Members are encouraged to contact the chair with suggested agenda items. Items requiring council action will be noted on the agenda.

Official correspondence will be distributed at the discretion of the chair, or the acting chair, with the assistance of SITSD council support staff. Action items or issues for future discussion will be noted by support staff, and coordinated with the chair for future agendas.

Minutes of the council meetings will be provided to all council members and interested IT professionals. They will be published on the SITSD web site.

MEETINGS:

The council regular meetings are held on the first Wednesday of every month and are open to all. IT professionals from federal, state, local, and tribal governments and private entities are invited and encouraged to join in discussing topics of interest to the IT community.

STAFFING:

The SITSD provides staffing support to the council. Council staffing support includes participating in building meeting agendas for monthly council meetings, coordinating meeting times and rooms, taking minutes, distributing correspondence, and responding to the ad hoc needs of the council. SITSD will also provide technical resources for assigned subcommittees as requested by the council chair.

EFFECTIVE:

These procedures will become effective upon approval at the August 2014 meeting. They will remain in effect commensurate with the Executive Order that establishes the council.